

Clarification of One-Time Appeal Request Delivery Procedure

Section 508 of the Medicare Prescription Drug, Improvement, and Modernization Act of 2003 (MMA) establishes a one-time appeals process for hospital wage index classification. In accordance with the MMA, CMS published a notice establishing the criteria for implementing the one-time appeals process and the instructions for hospitals on how to apply for this one-time reclassification. The notice was published January 6, 2004, in the Federal Register. Section 508(a) requires applications to be filed not later than February 15, 2004. The following information revises and updates appeal request procedures outlined in the January 6th notice:

A hospital's appeal request must be received no later than 5:00 p.m. EST on February 15, 2004. The request must be typed or clearly printed in ink.

Hospitals may submit their applications prior to the due date in one of two ways. The first option applies to applications submitted on or before February 13, 2004. Hospitals submitting an appeal under the first option must mail or deliver an original copy of their appeal request to the MGCRB at the following address:

Medicare Geographic Classification Review Board
2520 Lord Baltimore Drive,
Suite L,
Baltimore, Maryland 21244-2670.

Hospitals submitting an appeal under the first option must simultaneously send an informational copy of their completed appeal request to the following address:

Centers for Medicare & Medicaid Services,
Center for Medicare Management,
Hospital and Ambulatory Policy Group,
Division of Acute Care,
Attention: One-Time Appeals Process
Mail Stop C4-08-06
7500 Security Boulevard
Baltimore, Maryland 21244-1850.

The second option is to arrange for delivery of the appeal on Saturday, February 14, 2004, or Sunday, February 15, 2004. We are providing special delivery arrangements for those two days only. Deliveries may be made on those two days only to the CMS central office at 7500 Security Boulevard, Baltimore, Maryland 21244-1850. Delivery is not possible on those two days to the MGCRB address (i.e., 2520 Lord Baltimore Drive, Suite L, Baltimore, Maryland 21244-1850). Deliveries on those two days must include the original copy of the appeal and an informational copy. In order to make delivery on February 14 or February 15, visitors must report to the main gate of the CMS central office complex at 7500 Security Boulevard, Baltimore, Maryland, between 9:00 AM and 5:00 PM EST. Visitors must present photo identification in order to be admitted to the complex. Security personnel will direct visitors to the appropriate delivery site within the CMS central office complex.

